

## **PROGRAM INSTRUCTION**

**EOEA-PI-04-07**

**TO:** Area Agencies on Aging  
Aging Services Access Points  
Elderly Nutrition Project Sponsors

**FROM:** Jennifer Davis Carey

**DATE:** March 24, 2004

**SUBJECT:** Fiscal Year 2005 Nutrition Caterer's Standard Bid Specifications for  
Massachusetts Elderly Nutrition Project (ENP) Sponsors

As you know Elder Affairs issues standard bid specifications that require ENPs to use when soliciting qualified caterers to provide nutritious meals for the elderly. The current specifications are applicable to all ENP sponsors and compatible with the applicable state and federal procurement rules.<sup>1</sup> These standards also allow for the broadest agency discretion in determining what bid award is most advantageous.

As part of our ongoing management of the ENP, Elder Affairs recently solicited proposals for revising the Standard ENP bid specifications. In reviewing the proposed changes to the specifications, we have considered best practices at the local level as well as the ongoing need for a statewide administration of the ENP.

As a result of the proposals that were received, Elder Affairs is not revising its Standard ENP Bid Specifications for the FY 2005 ENP contract year. This decision is based on the fact that current bid specifications are compatible with the needs of the majority of ENP sponsors statewide. The FY 2005 Nutrition Bid Specifications ("the Bid Specs") to the Massachusetts Elderly Nutrition Project sponsors are attached to this Program Instruction.

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<sup>1</sup> See Commonwealth of Massachusetts, Operational Services Division, Procurement Policies and Procedures. See also 45 CFR parts 74 and 1321.  
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Elder Affairs recognizes that an ENP sponsor may encounter unique circumstances that warrant supplementing the Standard Bid Specifications with service enhancements. Limited service enhancements that do not result in any significant increase in the cost per meal may be included in the specs. The ENP sponsor should attach an addendum specifying these “enhancements.” The Standard Bid Specification format provided by Elder Affairs should not be altered, and the desired enhancements must be separated from the Standard Bid Spec format, clearly identified as “enhancements” and accompanied by projected meal costs with and without the enhancements. Service enhancements that significantly increase meal costs or alter the Standard Bid Specifications issued by Elder Affairs are not permitted.

Questions about Elder Affairs policy in this regard should be directed to Shirley Chao, Statewide ENP Director at 617-222-7469, or Peter Antonellis, Esq., Assistant General Counsel, at 617-222-7496.